

Custom Report: CIITS Job Category Report: This report was designed to provide a listing of staff and their corresponding job categories. Only staff who are set up properly in Infinite Campus to receive a job category in CIITS will be listed on this report. The report runs from live data, meaning any changes made in Infinite Campus will be reflected in this report when the report is run again. The report includes the staff member's personID, last name, first name, middle name (if available), and the derived job category. The report is sorted by last name, first name, middle name, and then personID.

KDE Contact: CIITS Job Categories: [Maritta Horne](#)
CIITS Job Category Report: [Michael Spence](#)

Pathway: KY State Reporting > KDE Reports > CIITS Job Category

NOTE: Users must be granted access by local KSIS administrator before they will see this report.

Report Sample: Available as CSV report only.

personID	lastName	firstName	middleName	jobCategoryDesc
2222	DUCK	DAISY		School Administrator
4444	DUCK	DONALD		Principal
3333	MOUSE	MICKEY	M	Teacher
1111	MOUSE	MINNIE		Guidance Counselor
5555	PAN	PETER	PAUL	Therapeutic Specialist

Suggested report uses: *(Any staff showing with a job category on this report will appear in the corresponding PGES window in the Educator Development Suite (EDS) in CIITS.)*

- Run this report to enable principals to verify that certified staff are receiving the proper job category. If the listed job category is incorrect, make the necessary changes in Infinite Campus. See the [Job Category Setup for Certified Staff](#) document for more information.
- If staff who should be evaluated are not appearing on this report, run the CIITS Job Category Exception report to assist with correcting setup issues.
- Rerun this report after changes are made in Infinite Campus to ensure job category updates are correct and meet expectations for evaluations in EDS in CIITS.

See the [Job Category Setup for Certified Staff](#) document on the [CIITS Login Support](#) page for more information.